

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/PAS-PROT

Open to:	Eligible Polish Students
Position:	Student Intern in the Public Affairs Section/Protocol
Opening Date:	March 7, 2012
Closing Date:	March 30, 2012
Work Hours:	4 hours per day
Days Per Week:	5 days (flexible schedule)
Duration:	3 months (with a possibility of extension) starting September 2012

Note: All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking to hire two part-time Polish Student interns to support Public Affairs programs and Protocol events.

MAJOR DUTIES OR PROJECTS:

- **Assistance with reporting on Public Affairs Section's cultural and press programs and events, attending Embassy events and preparing highlights on them;**
- **Outreach to students, research on various topics, assistance with the Graphic design of posters and leaflets;**
- **Providing logistic assistance for embassy events;**
- **Support for Protocol office to include arranging and implementing the Protocol Section's representational events, issuing invitations, calling invitees, updating contact databases.**

SCOPE OF WORK AND RELATED DUTIES:

- **Duties will also include: keeping track of the PAS events calendar, Ambassador's reception coordination, help with general embassy Correspondence (drafting replies), internal mail coordination, providing Assistance to PAS programs.**

QUALIFICATIONS REQUIRED:

KNOWLEDGE:

- **The preferred candidate would be a student of American Studies, International Relations, Political Science or Journalism in the 2nd -5th year of study**

- Good knowledge of world affairs
- Record of activity at university clubs, student organizations, Non-governmental organizations or volunteering activities

SKILLS:

- Good interpersonal skills
- Good writing and interpreting skills
- Computer literacy/familiarity with computer applications

ABILITIES:

- The best applicant will be able to suggest fresh ideas for programs and outreach to students

LANGUAGE REQUIREMENTS:

- Fluent English and Polish

Information and application materials are available at
<http://poland.usembassy.gov/poland/jobs.html>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy
 Human Resources Office
 ul. Piękna 14a
 00-540 Warszawa
 Attn. Polish Student Internship Program

Closing date for this position: March 30, 2012

Equal Opportunity Employer